

# **City of Franklin Addendum No. 1 to**

**Purchasing Office Solicitation No.: 2012-022**

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1. Solicitation identified: This Addendum No. 1 applies to the following five (5) separate and independent group employee insurance procurements:
  - (a) health benefit program and associated services;
  - (b) pharmacy benefit management;
  - (c) dental benefit program and associated services;
  - (d) group life, accidental death and dismemberment, and supplemental life; and
  - (e) long-term disability

**Purchasing Office Solicitation No.: 2012-022**

2. Notice to Proposers publication date: **February 9, 2012**
3. Solicitation release date: **February 8, 2012**
4. Deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation: **February 22, 2012, 2:00 p.m. Central Time**
5. Addendum No. 1 release date: **February 24, 2012**
6. Deadline for submittal of a non-binding statement of intent to propose: **February 24, 2012, 2:00 p.m. Central Time**
7. Proposals submittal deadline and opening: **March 12, 2012, 2:00 p.m. Central Time**
8. Interviews of one or more finalists may be conducted (health and dental categories only): **April 9-13, 2012  
(date and time to be determined)**
9. Tentative date of release of City's tabulation of proposals received and notice of intent to award: **April 20, 2012**
10. Tentative date of award: Meeting of Board of Mayor and Aldermen at which is tentatively scheduled to be awarded the selection of the proposal that best meets the needs of the City: **May 8, 2012, 7:00 p.m. Central Time**
11. Target effective date of contract(s): **July 1, 2012**

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12. Addendum:

In reference to the City of Franklin's **February 8, 2012** Purchasing Office Solicitation No. **2012-022** for the supply and delivery of group employee insurance benefits, the City has been asked certain questions about the solicitation by one or more vendors who are potential proposers.

The purpose of this Addendum No. 1 is to share with all vendors who are known or thought to be interested in responding to the referenced solicitation the City's responses to selected questions that were asked prior to the February 22, 2012, 2:00 p.m. Central Time deadline for submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation. (Unanswered questions that were asked prior to that deadline will be answered in a future addendum.)

Please note that the submittal deadline and scheduled opening of all proposals received remains unchanged and is:

**March 12, 2012, 2:00 p.m. Central Time**

Below are the selected questions referenced above and the City's responses thereto:

Q1: Please provide schedule of benefits (current booklets), monthly premiums, claims and lives history for the past three years (if possible) along with the current and renewal rates if available for the life, AD&D, supplemental life, dental and LTD coverages.

A1.1: As to the schedule of benefits (current booklets), Sherrill Morgan is releasing the schedules of benefits upon request. Please direct such requests to:

Lisa Stamm, Esq.  
SHERRILL MORGAN  
859-291-6600  
[lisa@sherrillmorgan.com](mailto:lisa@sherrillmorgan.com)

A1.2: As to the monthly premiums for the past three years, please see the following table:

Coverage	2011-2012	2010-2011	2009-2010
Basic Life	\$.15 per \$1,000	\$.125 per \$1,000	\$.11 per \$1,000
AD&D	\$.03 per \$1,000	\$.03 per \$1,000	\$.03 per \$1,000
Supplemental Life	\$.14 per \$1,000	\$.115 per \$1,000	\$.10 per \$1,000
Dental	\$4.49 PEPM	\$4.43 PEPM	\$4.43 PEPM
LTD	\$.35 per \$100	\$.35 per \$100	\$.35 per \$100

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A1.3: As to the claims history for the past three years, Sherrill Morgan is releasing the claims history upon request. Please direct such requests to:

Lisa Stamm, Esq.  
SHERRILL MORGAN  
859-291-6600  
[lisa@sherrillmorgan.com](mailto:lisa@sherrillmorgan.com)

A1.4: As to the lives history for the past three years, this will be addressed in the next addendum.

A1.5: As to the current rates, please see above A1.2 (2011-2012).

A1.6: As to the renewal rates, they are not available at this time.

Q2: Please provide three-year rate and premium history for basic life, supplemental life and LTD.

A2: Please see above A1.2.

Q3: Please provide open wavier of premium claims, open v. closed LTD claims, and rate and premium history.

A3.1: As to open wavier of premium claims and open v. closed LTD claims, please see above A1.3.

A3.2: As to rate and premium history, please see above A1.2.

Q4: Please provide dental coverage rate tiers and number.

A4: Please see above A1.2 (Dental).

Q5: Please provide in-force rates, specifically supplemental life step rates.

A5: Please see above A1.2 (2011-2012).

Q6: Please provide current rates.

A6: Current BCBS administration fee is \$40.35 per employee per month. Also, please see above A1.2 (2011-2012).

Q7: Please provide renewal rates.

A7: Please see above A1.6.

Q8: Are current and/or renewal rates available?

A8.1: As to current rates, please see above A1.2 (2011-2012).

A8.2: As to renewal rates, please see above A1.6.

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Q9: Please provide a version of the RFP in Word.

A9: The City declines to release Microsoft Word versions of the various documents that are components of this procurement solicitation.

Q10: Is it possible to obtain the RFP/Forms in Microsoft Word?

A10: Please see above A9.

Q11: Is there any way I can get the RFP document in Microsoft Word?

A11: Please see above A9.

Q12: Is the City of Franklin requesting quotes for stop-loss coverage to coincide with the effective date on July 1<sup>st</sup>, 2012? If so, what specific levels and contract types are being requested?

A12: Stop-loss proposals are not being requested at this time. A request for proposals for stop-loss coverage will be released at a later date.

Q13: We will need the stop-loss rates for current and 2 years prior

A13: Please see above A12.

Q14: Please confirm we are not required to quote the reinsurance/stop-loss for this bid.

A14: Please see above A12.

Q15: I see no reference to stop-loss coverage in this RFP. Is that to be bid at a later date or is there a supplement to this RFP forthcoming?

A15: Please see above A12.

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13. Acknowledge receipt of addendum: Proposers shall acknowledge receipt of this addendum on the Proposal Submittal Form in the space to the right of the text on that form that reads, "Receipt acknowledged of any and all issued addenda to this solicitation."
14. Questions: The deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation has now passed. To ask questions of a procedural nature, please contact:
- City of Franklin Purchasing Office  
Franklin City Hall, Suite 107  
109 3<sup>rd</sup> Ave. South  
Franklin, TN 37064  
[purchasing@franklinton.gov](mailto:purchasing@franklinton.gov)  
Tel: 615/550-6692  
Fax: 615/550-0079
15. Communication with City during procurement phase: Any questions about either the content of or the procurement process pertaining to this procurement solicitation should be addressed as described above. Until the procurement award has been made, vendors shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.